

~~CONFIDENTIAL~~

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

ILLEGIB

TO:

Comptroller

25X1A

FROM:

Chief, Operations and Liaison Branch, Finance Division

ALLOTMENT SYMBOL

PAY PERIOD

ESTIMATED NUMBER

BEGINNING	ENDING	HOURS	EMPLOYEES
2 September 1962	15 September 1962	80	10
16 September 1962	29 September 1962	80	10
30 September 1962	13 October 1962	80	10
14 October 1962	27 October 1962	80	10
28 October 1962	10 November 1962	80	10
11 November 1962	24 November 1962	80	10

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

This overtime is necessary because of accountings on hand to be audited.

~~DDO 42 REV DATE 18/03/62 BY 018795  
ORIG COMP 38 DPI 24 TYPE 05  
ORIG CLASS S PAGES 1 REV CLASS  
JUST 22 NEXT REV 2010 AUTH: HR 102~~

DATE

TYPED NAME AND SIGNATURE

SOR (if applicable)

12 September 1962

Chief, Operations and Liaison Branch

CONCURRENCE (if applicable)

AUTHORIZATION

TYPE

OF DIVISION CHIEF

TYPE

OFFICIAL

DATE CONCURRED

Chief, Finance Division

DATE AUTHORIZED

Deputy Comptroller

25X1  
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